

**MINUTES
CITY OF ST. CHARLES, IL
GOVERNMENT SERVICES COMMITTEE MEETING
MONDAY, MARCH 24, 2014, 7:00 P.M.**

Members Present: Chairman Martin, Aldr. Silkaitis, Aldr. Payleitner, Aldr. Lemke, Aldr. Turner, Aldr. Bancroft, Aldr. Krieger, Aldr. Bessner, Aldr. Lewis

Members Absent: Aldr. Stellato

Others Present: Raymond P. Rogina, Mayor; Mark Koenen, City Administrator; Peter Suhr, Interim Director of Public Works; James Bernahl, Public Works Engineering Manager; John Lamb, Environmental Services Manager; Tom Bruhl, Electric Services Manager; Chris Adesso, Public Services Manager; Steve Huffman, Interim Police Chief; Joe Schelstreet, Fire Chief

1. Meeting called to order at 7:00 p.m.

2. Roll Call

K. Dobbs:

Stellato: Absent
Silkatis: Present
Payleitner: Present
Lemke: Present
Turner: Present
Bancroft: Present
Martin: Present
Krieger: Present
Bessner: Present
Lewis: Present

3.a. Electric Reliability Report – Information only.

3.b. Tree Commission Minutes – Information only.

4.a Presentation of Resident Priority Survey – Information only.

Mark Koenen presented. This is a presentation of the Resident Priority Survey which tells us how much residents like living in St. Charles. We have been doing this for a number of years and what I will be presenting to you are the findings from the 2013 survey. I will walk through the findings tonight; if you would like more specific information, we are going to post all of this on the website tomorrow. If you have additional questions above or beyond that, please give Lisa Garhan or me a call and we will do our best to furnish the requested information.

Power Point Presentation by Mark Koenen.

No further discussion.

5.a Recommendation to approve a Purchase Order with G&W for 35kV switchgear for Dunham Road Substation.

Tom Bruhl presented. This is a recommendation to award a Purchase Order for 35 volt Switchgear for Dunham Road Substation. Purchasing went out for bids; we invited three bidders, two of them responded. G&W out of Bolingbrook offered the low bid; we have purchased equipment from them for other stations before and their bid amount is consistent with the gear that we purchased from them two years ago.

Staff recommends awarding a Purchase Order to G&W for 35kV switchgear in the amount of \$49,987.

No further discussion.

Motioned by Aldr. Silkaitis, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried**

5.b Recommendation to approve Contract for South 19th Street Water Main Project.

James Bernahl presented. This is a recommendation to approve a contract for construction services for the water main project on South 19th Street. This work will take place in conjunction with some of the rehabilitation work of the McDonald's. This is an overall improvement and abandonment of an old section that is deteriorating and undersized.

Staff went out to bid and received eight bids. Upon review, the first two lowest bidders did not meet the qualifications of the contract which required them to be IDOT Certified. For that reason, we needed to go to the third lowest bidder, Martam Construction. Their bid amount was \$111,895, and Staff is confident in their ability to complete the work quickly.

No further discussion.

Motioned by Aldr. Silkaitis, seconded by Aldr. Turner. Approved unanimously by voice vote. **Motion carried**

5.c. Recommendation to approve Change Order No. 1 for Tyler Road Drainage Improvement Project.

James Bernahl presented. The Tyler Road Drainage Improvement Project was completed in fall of last year. As part of that project, we have been working with the contractor to finalize the final quantities. As you may recall, the original contract bid was approximately \$150,000 under what staff had estimated. As such, there were some unknown materials on site, which was the former Redi Mix plant, so those materials had to be removed, as well as additional conflicts that were not known under the roadway. Those additional quantities required the contractor to expand upon the work in the original bid, so this change order will close that contract out.

Staff recommends approving Change Order No. 1 for the Tyler Road Drainage Improvement Project in the amount of \$42,893.67.

No further discussion.

Motioned by Aldr. Lemke, seconded by Aldr. Krieger. Approved unanimously by voice vote. **Motion carried.**

5.d. Recommendation to approve Resolution for the 2014 MFT Street Rehabilitation Project.

James Bernahl presented. This is an IDOT Resolution to authorize the City to utilize our Motor Fuel Tax (MFT) funds for the 2014 MFT Street Rehabilitation Program.

Aldr. Silkaitis: In regard to striping; do we have a program where we stripe streets in general?

Chris Adesso: Striping is done throughout the course of the year. We do annual striping with input from IDOT from their yearly inspections, and we try to combine the IDOT work with locations that we determine. If you have a specific location, we can always add them, just send me the locations.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Krieger: Yes

Bessner: Yes

Lewis: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Bancroft. Approved unanimously by voice vote. **Motion carried.**

5.e. Presentation of Final Landscape Architectural Exhibits for Proposed Municipal Parking Lot Rehabilitation Project – Information only.

James Bernahl presented. This is the last of the presentations for the Municipal Campus Parking Lot. As you may recall, we have come back a few times to keep you up to date. I am here tonight to present the final landscape design. We have Jim Gamble, the Landscape Architect from Land Design Collaborative here tonight. Jim is going to walk us through the final design and answer any questions you may have.

This is for information only, but at the end, we would like to get buy in from the Council as far as the final design.

Jim Gamble presented. I can say with sincere honesty that it is my pleasure to be here. In 2010, I was here when we developed the concepts for this area. Some of you may remember the Municipal Campus at that time, which included the park at the river, the parking lot, bicycle routes and the larger parking lot. This was part of the overall scheme and we focused on the park and parking lot by City Hall.

Part of my responsibility is to maintain continuity from that concept that was approved through the construction drawings and through implementation. I have a role to be the conscience of the design of this project.

Power Point Presentation by Jim Gamble.

Mr. Bernahl: As you remember last month, we talked about the two Memorial Dedications. The monument for Jim Spears will create a backdrop, so as you are standing in the parking lot looking toward the monuments, it will provide a full backdrop,

which will be a nice separation from the open green space. We were very sensitive to preserve the Memorials and the integrity of what each one meant to the City of St. Charles.

Aldr. Lewis: I'm a bit confused; each monument that we see is going to be moved, so every monument will be different, but will all be in the same place. Is that what you are saying?

Mr. Bernahl: Yes, all we will be doing is relocating the existing monuments to the designed area at the north end of the large green space area.

Aldr. Lewis: That's what I asked; they will all be in the same place, but they will all look different?

Mr. Gamble: We are trying to create the area to have character to it.

Mr. Bernahl: A tree will separate each individual monument, because each monument represents a different individual. We talked about it at the River Corridor meetings – we wanted to preserve and respect the volunteerism and accomplishments of these individuals.

Aldr. Lewis: Have you ever seen anything like this before?

Mr. Gamble: Not really, no; this isn't being copied from anything, but it is similar to a lot of different places. It's not unlike what is on the other side of the Police Station where there is an area that has been designated.

We have also proposed a Bald Cypress tree, which looks like an Evergreen but is deciduous; it will provide a different character and backdrop to the open space while creating an edge to the area.

Aldr. Krieger: To answer Maureen, this is rather similar to a number of Memorial Gardens, and I really like the idea of having trees in between; it will separate them and I think that's great. I like the Bald Cypress, too.

Mr. Gamble: They are 20 feet apart, so the spacing is generous.

Aldr. Krieger: I think it is a great way to preserve and present them.

Mr. Gamble: There are some different parts to it; the existing tree plaque, and then paver bricks that will be in a herringbone pattern which can be engraved. They will be on a granular base, so they will be easy to take out and put an engraved one in its place.

Power Point Presentation by Jim Gamble.

Mr. Bernahl: As a follow-up from last month regarding the Dedications for the Memorial area; as part of this contract, we are going to be designing a structural component where the Hunt Sculpture is intended to go that will be placed underneath the brick pavers. When the Hunt Sculpture is ready to go, the pavers will be removed; we can add the base and put the Sculpture on top.

Aldr. Lewis: Can you go back to the slide with the total project? Overall, I think it's a beautiful design. I was curious because I have had a few comments made to me; is there some way that there could be some more landscaping close up to the building? I think its handicap parking there, but is there any place for any flowers?

Mr. Bernahl: In 2010 we talked about adding that as green space, but one of the major components of this project was preserving the number of parking spaces that we currently have. If we remove those, we would lose six or seven parking spaces. At that time, when the concept was prepared, the decision was made to keep as many, if not create more parking spaces than what we currently have.

Aldr. Lewis: Is there anything you can do to soften it and still keep the parking spaces?

Mr. Gamble: I have had great success with vine slots that you put in the pavement against the building with a lattice structure behind it. It takes time, but it has been very successful. It's either that or we would have to lose parking spaces.

Mr. Koenen: With the new plan there will be trees in the center of the parking lot, so that will create more green space and soften the area more than it stands today.

Mr. Gamble: If you look down the center line, it goes straight to the sculpture. We moved the plaza over so the sculpture would be between the driveway opening. We thought it would be nice to have plants similar to those in the planters around the front because the sculpture is big enough, so you should have a nice site line to the sculpture through to colorful annuals and perennials.

Aldr. Lewis: Right now, you can come in there, but the way the angle is, you are not going to be able to enter there to park, are you? Are you going to have to go farther down?

Mr. Bernahl: It's a one way lot. It was designed to maximize the amount of green space that we could achieve in the complex area.

Chairman Martin: That all sounds great. If there are no questions, we will move to the next item.

Mr. Bernahl: Unless there are any questions or comments this evening, this is the final design. I will bring the award of contract to you for approval in June, put shovels in the ground mid-July and have this completed before Scarecrow Festival.

No further discussion.

5.f. Presentation of Sweeping Program – Information only.

Chris Adesso presented. The Public Works Department provides street sweeping services to the community, which is to remove grit, grime and dirt from our roadways and curb lines. This service prevents materials from entering the storm sewer system and eventually the river. It also keeps our streets safe for vehicular traffic and also reduces localized flooding by keeping the storm sewer lids free of debris.

The schedule for the sweeping services includes eight mobilizations through the course of the summer season. Occurrences are a little heavier at the beginning of the season and at the end to do a spring and fall clean up, and they are every other month during the summer season. In 2012 the Public Works Department solicited RFP's for this service and K. Hoving Company was awarded the contract for a three year term. K. Hoving is entering the final year for that agreement so at this time, we are not requesting approval of any sort.

Chairman Martin: Were they out there today? This says March 24 is the first one.

Mr. Adesso: They were going to mobilize today, but with the potential for some snow tonight, we thought it might be best to hold them off until after the weather passed through.

Aldr. Payleitner: Are the dates posted on the website?

Mr. Adesso: They are posted on the website.

Aldr. Payleitner: There always seems to be cars parked on the street and then they totally miss it.

Mr. Adesso: We have had success with if there are areas where there are a lot of cars parked, the contractor has always been really good about going back to get those areas if we can get the cars relocated. If there are areas where there are a lot of cars, we can work with Police to get some of those cars moved. I will also ensure that the dates are posted to the website tomorrow.

No further discussion.

5.g. Recommendation to Waive the Formal Bid Process, Approve a Budget Addition in the amount of \$170,000 and Approve a Proposal from Layne Christensen for City Hall Well #3 Preventative Maintenance.

John Lamb presented. We do preventative maintenance on all of our wells every seven years, and we are due to perform this preventative maintenance on Well #3 which is located at City Hall between the parking lot and the door. With the Municipal Parking Lot Reconstruction taking place this year, we would like to perform the preventative maintenance first so that we don't damage it with the equipment. Therefore, staff is requesting a budget addition in the amount of \$170,000 for this year. This money is in the proposed budget for 2014/2015, so if this is approved for this year, we will deduct that amount of money from the proposed budget for next year. Staff also recommends waiving the formal bid process and use Layne Christensen, who has been our long time well maintenance contractor.

Aldr. Silkaitis: This Type H Motor, why is it not allowed in Illinois anymore?

Mr. Lamb: Because they have mercury seals. Any pumps that have mercury seals can no longer be used per the IEPA.

Aldr. Lemke: What is involved in this repair? Do they have to come in with equipment and raise the well head?

Mr. Lamb: Correct. This is a deep well; you may have noticed in my Executive Summary that there is also 800 feet of cable being replaced, so this is quite a process. They are pulling the motor and pump, and replacing the cable which is from the 1960's.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Krieger: Yes

Bessner: Yes

Lewis: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Bancroft. Approved unanimously by voice vote. **Motion carried.**

5.h. Recommendation to approve Spring Clean Up.

John Lamb presented. The proposed amount is \$90,000 for 300 tons of material. We have been doing this every other year, and the participation rate is 20-25% of residents. The proposed dates are Saturday, May 3 for the east side and Saturday, May 17 for the west side. There will be a press release, and all the information will be on our website.

Aldr. Lewis: Word is getting out that you are going to be doing Spring Clean Up, and I'm all for it, but what can we do about the people who decide to put stuff out now and let it sit there for six weeks?

Mr. Lamb: In the past, we have tried to stress that it not be put out more than 48 hours ahead of time.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Krieger: Yes

Bessner: Yes

Lewis: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

Motioned by Aldr. Krieger, seconded by Aldr. Silkaitis. Approved unanimously by voice vote. **Motion carried.**

6.a. Recommendation to approve the Tri-City Ambulance Association Budget in the capacity as Lead Agency for tri-City Ambulance.

Chief Schelstreet presented. At the March 14 meeting, the Tri-City Ambulance Board approved their operating budget for FY 14/15. We are Lead Agency, and it is necessary for us to approve this as well. The total budget expenditure is approximately \$4.1 million, offset by approximately \$3.2 million in billing revenue.

There are no major expenditures this year, nothing out of the ordinary. The City of St. Charles' contribution is \$340,555; this is about \$12,000 under budget.

Aldr. Turner: It should also be noted that is lower than last year.

Chairman Martin: I note that the City of Batavia is the City of St. Charles?

Chief Schelstreet: Yes, with the new contribution formula, that is correct.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Krieger: Yes

Bessner: Yes

Lewis: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

Motioned by Aldr. Krieger, seconded by Aldr. Bessner. Approved unanimously by voice vote. **Motion carried.**

6.b. Recommendation to approve a Resolution Authorizing the City of St. Charles, as Lead Agency, to Execute an Agreement between Tri-City Ambulance and Paramedic Services of Illinois, Inc. for Paramedic Services on Behalf of Tri-City Ambulance.

Chief Schelstreet presented. Also at the March 14 meeting, the Tri-Com Board approved the continuation of the contract with Paramedic Services of Illinois. Paramedic Services of Illinois is the employer of all the paramedics who work on the ambulances in the Tri-Cities. It is a five year contract that is classified as a one year renewal. Every year, the Tri-City Ambulance Board votes to extend the contract or not. The service has been excellent and the board did indeed authorize extending the contract. It includes only a 1% increase for the next fiscal year.

Chairman Martin: Kristi, please call a roll.

K. Dobbs:

Krieger: Yes

Bessner: Yes

Lewis: Yes

Silkaitis: Yes

Payleitner: Yes

Lemke: Yes

Turner: Yes

Bancroft: Yes

No further discussion.

Motioned by Aldr. Turner, seconded by Aldr. Bancroft. Approved unanimously by voice vote. **Motion carried.**

7. Additional Business.

None.

8. Adjournment from Government Services Committee Meeting.

Motion by Aldr. Turner, seconded by Aldr. Lemke. No additional discussion. Approved unanimously by voice vote. **Motion carried.**